**Changes (in red) to the Patient Care Encounter (PCE) V. 2.0 User Manual
as a result of Patch PX*1*121
September 2003**

How to Add or Edit Diagnoses (ICD 9)

You can enter a diagnosis and/or an ICD-9 code for a patient's encounter. You will be prompted to designate the diagnosis as primary or secondary. With functionality put in place by the Code Set Versioning project, only ICD Codes that are active for the encounter date and time will be available.

Steps to add a Diagnosis

1. Select UE from the PCE Appointment List screen.

2. Select DX from the PCE Update Encounter screen.

```
PCE Update Encounter         Jul 25, 1996 08:24:21     Page:  1 of  1
OUTPATIENT,FRANK    543-88-9122        Clinic:  CARDIOLOGY
Encounter Date  07/22/96  11:08        Clinic Stop:  303  CARDIOLOGY

  1 Encounter Date and Time:  JUL 22, 1996@11:08:14
 ──────────────────────────────────────────────────────────────────
  2 Provider: TEDD,DR    PRIMARY     ATTENDING
  3 ICD9 Code or Diagnosis:  V70.3     MED EXAM NEC-ADMIN PURP
    Provider Narrative:  OTHER GENERAL MEDICAL EXAMINATION FOR
                         ADMINISTRATIVE PURPOSES
    Primary/Secondary Diagnosis:  PRIMARY
  4 CPT Code:  25066     BIOPSY FOREARM SOFT TISSUES
    CPT Modifier: 22   UNUSUAL PROCEDURAL SERVICES
  5 Education Topic:  VA-TOBACCO USE SCREENING

          + Next Screen    - Prev Screen    ?? More Actions
ED   Edit an Item        TR  Treatment         DD  Display Detail
DE   Delete an Item      IM  Immunization       DB  Display Brief
EN   Encounter           PE  Patient Ed         IN  Check Out Interview
PR   Provider            ST  Skin Test          QU  Quit
DX   Diagnosis (ICD 9)   XA  Exam
CP   CPT (Procedure)     HF  Health Factors
Select Action: Quit// dx    Diagnosis
```

3. Respond to the following prompts for the diagnosis, as appropriate.

```
ICD9 Code or Diagnosis:   Diabetes
  1   DIABETES  250.01   DIABETES MELLI W/0 COMP TYP I   COMPLICATION /COMORBIDITY
  2   DIABETES  250.11   DIABETES W KETOACIDOSIS TYPE I  COMPLICATION/COMORBIDITY
  3   DIABETES  250.21   DIABETES W HYPEROSMOLAR TYPE I  COMPLICATION/COMORBIDITY
  4   DIABETES  250.31   DIABETES W OTHER COMA TYPE I    COMPLICATION/COMORBIDITY
  5   DIABETES  250.41   DIABETES W RENAL MANIFES TYP I  COMPLICATION/COMORBIDITY
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1   250.01
Provider Narrative: =[ENTER] Diabetes Melli, W/O COMP TYPE I
Is this Diagnosis Primary: YES// [ENTER]
Modifier: F   FOLLOW-UP
Encounter Provider:  GREE, JO// [ENTER] GREE JO
ICD9 Code or Diagnosis: [ENTER]
```

4. The edited screen is then displayed.

How to Add or Edit a CPT (Procedure)

When you choose CPT (Procedure) under Update Encounter, you will also be prompted to enter the Provider Narrative, Quantity, Diagnosis, Principal Procedure, Encounter Provider, and comments. With functionality put in place by the Code Set Versioning project, only CPT Codes that are active for the encounter date and time will be available.

Steps to edit a CPT

1. Select UE from the PCE Appointment List screen.

2. Select CP from the PCE Update Encounter screen.

```
PCE Update Encounter          Jul 25, 1996 08:24:21      Page:  1 of  1
OUTPATIENT,FRANK    543-88-9122          Clinic:  CARDIOLOGY
Encounter Date  07/22/96  11:08          Clinic Stop:  303  CARDIOLOGY


  1 Encounter Date and Time:  JUL 22, 1996@11:08:14
 _____

  2 Provider:  TEDD,DR    PRIMARY     ATTENDING
  3 ICD9 Code or Diagnosis:  V70.3     MED EXAM NEC-ADMIN PURP
    Provider Narrative:  OTHER GENERAL MEDICAL EXAMINATION FOR
                         ADMINISTRATIVE PURPOSES
    Primary/Secondary Diagnosis:  PRIMARY
  4 CPT Code:  25066     BIOPSY FOREARM SOFT TISSUES
    CPT Modifier: 22   UNUSUAL PROCEDURAL SERVICES
  5 Education Topic:  VA-TOBACCO USE SCREENING



          + Next Screen    - Prev Screen   ?? More Actions
ED   Edit an Item       TR  Treatment          DD   Display Detail
DE   Delete an Item     IM  Immunization       DB   Display Brief
EN   Encounter          PE  Patient Ed         IN   Check Out Interview
PR   Provider           ST  Skin Test          QU   Quit
DX   Diagnosis (ICD 9)  XA  Exam
CP   CPT (Procedure)    HF  Health Factors
Select Action: Quit// cp   CPT
```

3. Respond to the following prompts for the Procedure, as appropriate.

```
CPT Code:  99201          OFFICE/OUTPATIENT VISIT, NEW
Select CPT MODIFIER: 76    REPEAT PROCEDURE BY SAME PHYSICIAN
Provider Narrative:  Diabetes Mellitus, Non-Insulin
Quantity:  [ENTER]
Diagnosis: [ENTER]
Principal Procedure: [ENTER]
Encounter Provider: [ENTER]
Comments: [ENTER]
```

4. The edited screen is then displayed.

How to Add or Edit the Checkout Interview

The "Checkout Interview" which is done for all outpatients through the Scheduling package, can now also be done through PCE. You are prompted to enter Provider (and to designate if Primary Provider), Service-connection status, CPT codes, Diagnosis, etc. You may also designate if the Diagnosis should be added to the patient's Problem List.

REMEMBER: Entering one or two question marks will provide help (including lists of acceptable CPT codes, Diagnoses) on how to respond to prompts. With functionality put in place by the Code Set Versioning project, only ICD and CPT Codes that are active for the encounter date and time will be available.

Steps to add a Checkout Interview:

1. Select Checkout Interview from the Encounter or Appointment List screen or from the Update Encounter screen.

```
PCE Update Encounter       Jul 25, 1996 09:22:42      Page:  1 of    1
OUTPATIENT,FRANK    543-88-9122         Clinic:  CARDIOLOGY
Encounter Date  07/22/96  11:08         Clinic Stop:  303  CARDIOLOGY

 1 Encounter Date and Time:  JUL 22, 1996@11:08:14

 2 Provider:  TEDD,DR    PRIMARY
 3 ICD9 Code or Diagnosis:  V70.3     MED EXAM NEC-ADMIN PURP
   Provider Narrative:  OTHER GENERAL MEDICAL EXAMINATION FOR
                        ADMINISTRATIVE PURPOSES
   Primary/Secondary Diagnosis:  PRIMARY
 4 CPT Code:  25066     BIOPSY FOREARM SOFT TISSUES
   CPT Modifier: 22   UNUSUAL PROCEDURAL SERVICES
 5 Education Topic:  VA-TOBACCO USE SCREENING

        + Next Screen    - Prev Screen    ?? More Actions
ED   Edit an Item        TR  Treatment         DD   Display Detail
DE   Delete an Item      IM  Immunization      DB   Display Brief
EN   Encounter           PE  Patient Ed        IN   Check Out Interview
PR   Provider            ST  Skin Test         QU   Quit
DX   Diagnosis (ICD 9)   XA  Exam
CP   CPT (Procedure)     HF  Health Factors
Select Action: Quit// IN   Check Out Interview
```

2. Confirm or edit the checkout date and service-connection status.

```
--- Classification --- [Required]

Was treatment for SC Condition? YES// [ENTER]
```

Glossary

ADCP
Ambulatory Data Capture Project. ADCP was formed to coordinate the various **V***IST***A** packages involved in meeting this mandate. **AICS** Automated Information Collection System, formerly Integrated Billing, the program that makes Encounter Forms.

Action
A functional process that a clinician or clerk uses in the PCE computer program. For example, "Update Encounter" is an action that allows the user to pick an encounter and edit information that was previously entered (either through PCE or the PIMS Checkout process), or add new information (such as an immunization or patient education).

Appointment
A scheduled meeting with a provider or at a clinic; can include several encounters with other providers or clinics for tests, procedures, etc.

Checkout Process
Part of Medical Administration (the PIMS package), the checkout process can create appointments which are entered into the PCE component.

Clinician
A doctor or other provider in the medical center who is authorized to provide patient care.

CPRS
Computerized Patient Record System, a clinical record system which integrates many **V***IST***A** packages to provide a common entry and data retrieval point for clinicians and other hospital personnel.

CPT
Common Procedure Terminology; a method for coding procedures a performed on a patient, for billing purposes.

CSV

Code Set Versioning. This package is mandated under the Health Information Portability and Accountability Act (HIPAA). It contains routines, globals and data dictionary changes to recognize code sets for the International Classification of Diseases, Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT) and Health Care Financing Administration (HCFA) Common Procedure Coding System (HCPCS). When implemented, the applications below will allow users of these three code systems to select codes based upon a date that an event occurred with the Standards Development Organization (SDO)-established specific code that existed on that event date.